



Administrative Policy

Title: Parks & Recreation Athletic Facility Allocation Policy				
Administered By: Library & Recreation Services (Recreation)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
06400.004	03-14-11 (N/A)	01-03-17		

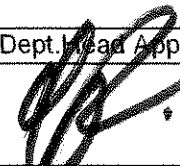
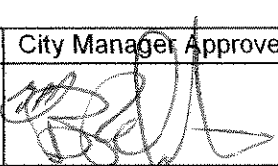
This Policy had been numbered Policy 500.03. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 500.03
Issued: 03-14-11
Revised: N/A



ADMINISTRATIVE POLICY

Policy: Parks and Recreation Athletic Facility Allocation Policy for allocation of sports fields and facilities.					
Responsible Department: Parks and Community Service					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
500	.03	03/14/2011			

POLICY

To define the City's parks and recreation facility user groups, establish application process and reservation procedures as well as establish certain rules and regulations for the use of City recreational facilities and sports fields.

DEFINITIONS

Definitions for participant, organization, season, primary user, secondary user and surplus facilities are defined in this policy.

Athletic Facility Allocation Policy

GROUP CLASSIFICATION

Facility Use Permits will be approved on the basis of priority as follows:

GROUP I SCHOOL DISTRICT AND CITY OF CORONA FUNCTIONS AND PROGRAMS:

Corona-Norco School District groups, governmental agencies, City of Corona Parks and Community Services Department programs and other City of Corona Department functions fall under this classification. No fees shall be collected from groups in this classification; however, the Corona-Norco Unified School District will be required to pay for concession facility use according to Concession Reservation Policy, sport field lighting, directly related staffing costs for use of a facility or pool during seasonal use, and directly related operational costs for use of the City Park Pool or Auburndale Pool during non-seasonal use.

GROUP II: RESIDENT GROUPS - INCLUDING NONPROFIT, CIVIC, RELIGIOUS AND ATHLETIC GROUPS:

Corona-based nonprofit organizations or sports group which meet the residency requirements as set forth in this policy and are democratic in character and organized for civic, religious, or athletic purposes with membership open to the general public, including groups sponsored by governmental agencies, youth groups, character building groups, church groups, adult sports groups with at least 75% Corona residency, current City of Corona softball league teams, and City of Corona Employee Association business meetings. Proof of nonprofit status, residency (roster) and insurance may be required prior to approval.

GROUP IIY: NONPROFIT YOUTH SPORTS GROUPS:

Corona-based nonprofit youth sports groups or teams that have 75% Corona residency, meet the requirements set forth in the Athletic Facility Allocation Policy and are a member of the Youth Sports Advisory Committee (YSAC). Proof of nonprofit status, residency (roster) and insurance are required prior to approval. Membership in the YSAC is at the discretion of the Parks and Community Services Director.

GROUP III: RESIDENT SPECIAL GROUPS OR SPECIAL YOUTH AND ADULT TEAMS:

Unions, employee associations, homeowner associations, sports groups organized special interest groups, which meet residency requirements as set forth in this policy. Nonprofit youth and adult sports groups which do not meet the Group II or II-Y requirements but have at least 50% of the team roster comprised of Corona residents. Proof of nonprofit status, residency (roster) and insurance are required prior to approval.

GROUP IV: RESIDENT PRIVATE GROUPS, PROFIT-MAKING GROUPS:

Private groups, clubs with restricted membership, business or profit-making groups, and private events such as wedding receptions, birthday parties, showers, which meet residency requirements as set forth in this policy. Nonprofit youth and adult sports groups which do not meet the Group II, II-Y, or III requirements but have at least 20% of the team roster comprised of Corona residents. Proof of non-profit status, residency (roster) and insurance may be required prior to approval.

GROUP V: NON-RESIDENT:

All groups that do not meet the residency requirement as defined by this policy. Proof of insurance may be required prior to approval.

In order to qualify for resident classification, groups must submit rosters of current membership.

APPLICATION FOR ATHLETIC FACILITIES

- A. Each organization is required to submit facility applications by the December meeting for Spring/Summer field usage and by the June meeting for Fall/ Winter use. Any organizations missing these deadlines will have access to any remaining fields on an as available basis only.
- B. Priority is given to providing game facilities and to properly maintaining parks. Practice requirements are the second priority following game and maintenance needs.
- C. Leagues currently accepted into the City of Corona Youth Sports Advisory Committee cannot expand by creating new division or age groups, expansion is limited to increased enrollment in the current division and age groups that the league offers.
- D. A Sports Advisory Committee comprised of representatives from each user group and City staff will meet to review the applications and allocate the fields equitably and encourage optimum cooperation between all user groups.
- E. Group I/Y organizations requesting field allocation must select one individual per sport to represent all of their teams in the process of submitting facility use applications and representing them at the Youth Sports Advisory Committee meeting. This individual would be the contact person with the City and School District on all matters.

RESERVATION PROCEDURES

- A. Facility applications for all City and School District fields are to be submitted to the City of Corona Parks and Community Services Department.
- B. One copy of the Certificate of Insurance for \$1 million naming the City of Corona, Corona Parks and Community Services as additionally insured is required, if not on file already.
- C. Allocation of athletic facilities for organization that belong to the Group I/Y category will be limited to organizations that are current members of the Youth Sports Advisory Committee. Membership in the Youth Sports Advisory Committee is at the discretion of City of Corona Parks and Community Services Director.
- D. Any surplus athletic facilities that remain available at the conclusion of the scheduling for Group I and the Youth Sports Advisory Committee is subject to allocation based on the established priority levels listed above.
- E. Surplus facility allocations are subject to the following criteria:
 - a. Any one (1) team or Organization is limited to a maximum of two (2) weeknight timeslots (Monday – Friday) of no more than two (2) hours per night and one (1) weekend day timeslot of no more than four (4) hours. Additional time maybe approved if there are no other pending requests for athletic facilities.

- b. The City of Corona Parks & Community Services Department may designate any surplus weekend timeslots as being available for tournaments or special events. Groups, teams or organization wishing to host a tournament or special event will be subject to the rules outlined in the Tournament and Special Event section of this policy.
 - c. The City of Corona Parks & Community Services Department may designate any surplus athletic time as "public use" where as those designated days and times may be reserved on a first-come-first-serve basis for anyone belonging to Group II, III or IV.
- F. In the event that multiple applications are received, the Parks & Community Services Department will conduct a lottery for all qualified applicants. The lottery will be conducted for each priority level of applicants until all available surplus time has been exhausted. For example, if four (4) Group II organizations submit applications and four (4) Group V organizations submit applications, the Group II organizations will be entered into a lottery first. Any remaining surplus time will then be available for the Group V organizations via the lottery system.
- a. The lottery system is as follows:
 - i. To qualify for the lottery each applicant must have all required paperwork completed and turned in the Parks & Community Services Department by deadline stated in the lottery schedule. Incomplete applications will not be accepted.
 - ii. The first lottery winner will select their desired facility use from the available surplus time up to the maximum allotment as stated in Reservation Procedure section E(a) or the maximum set by the Parks and Community Services Department for that allocation period. The second lottery winner will then select their desired time from the remaining surplus up to the maximum allotment. This process will continue until all surplus time has been exhausted or all lottery participants have received their requested time.
 - iii. The athletic facility surplus time lottery will be conducted on the following schedule (dates and times are subject to change):
 - 1. Surplus Facility Time Frame #1: March – May
 - a. Application Deadline – First regular business day in January
 - b. Lottery Date: 2nd Thursday in February
 - c. Final Payment and Required Paperwork Deadline: 4th Thursday in February.
 - 2. Surplus Facility Time Frame #2: June – August
 - a. Application Deadline – First regular business day in April
 - b. Lottery Date: 2nd Thursday in May
 - c. Final Payment and Required Paperwork Deadline: 4th Thursday in May.
 - 3. Surplus Facility Time Frame #3: September - November
 - a. Application Deadline – First regular business day in July
 - b. Lottery Date: 2nd Thursday in August

- c. Final Payment and Required Paperwork
Deadline: 4th Thursday in August.
- 4. Surplus Facility Time Frame #4: December - February
 - a. Application Deadline – First regular business day in October
 - b. Lottery Date: 2nd Thursday in November
 - c. Final Payment and Required Paperwork
Deadline: 4th Tuesday in November.

G. Tournaments and Special Events

- a. The City of Corona Parks & Community Services Department may designate any surplus weekend (Friday, Saturday, Sunday and Monday) timeslots as being available for tournaments or special events.
- b. To qualify as a tournament or special event, the program must consist of at least 100 actual participants or at least six (6) participating teams.
- c. Organizations or Individuals that would like to host a tournament may submit a completed "Tournament & Special Event" application to the Parks & Community Services Department on or before the required deadline.
- d. The Parks & Community Services Department will evaluate all tournament and special event applications. Selection or approval for any application is at the discretion of the Parks & Community Services Director or his/her designee.
 - i. General criteria for evaluation would be:
 - 1. Time, location and impact to: the facilities, the neighboring community, and local economy.
 - ii. Applicants may be asked to submit additional information or be available for informational meetings and/or presentations.
- e. Tournaments and Special Event applications will be evaluated twice (2) a year for two different time periods:
 - i. Event Timeframe #1: January – June
 - 1. Application deadline will be first Thursday in September of the prior year
 - 2. Acceptance/Denial notification by first Thursday in November of prior year
 - 3. All fees and final paperwork are due by the first Thursday in December of the prior year.
 - ii. Event Timeframe #2: July - December
 - 1. Application deadline will be first Thursday in April
 - 2. Acceptance/Denial notification by first Thursday in May
 - 3. All fees and final paperwork are due by the first Thursday in June
 - iii. Applicants wishing to appeal the denial of surplus, tournament or special event facility requests may do so in the following manner:
 - 1. Denied applicants must submit a written or typed letter stating the reasons for appealing within fourteen (14) days from date of the denial letter.
 - 2. The City will provide a final written decision of the appeal within 10 business days from the receipt of the appeal letter.

3. Once a final response has been sent the decision will be considered final and not subject to further appeals.

DEFINITIONS

- A. **Participant:** Participant shall include only those players/ participants who are fully registered with the user organization. Non-players such as coaches, officials and staff shall not be included. For the purposes of field allocation, actual total enrollment from the previous year will be used.
- B. **Organization:** Organizations shall be registered with the City of Corona. Representatives of these groups will be invited to attend the field allocation meetings.
- C. **Season:** For the purposes of this procedure, the seasons are established as follows:

<u>Usage</u>	<u>Fall/ Winter</u>	<u>Spring/ Summer</u>
Opening Date	August 1	February 1
Closing Date	November 30	July 15
Pre-Season	As Available	As Available
End of Post Season	January 15	July 31
Primary User	Soccer/ Football	Baseball/ Softball
Secondary User	Baseball/ Softball/ Other	Soccer/ Football/ Other

Note: When questions arise regarding which season a sport should be classified, C.I.F. competition will be considered.

- D. **Primary User:** Will be given priority use of facilities during their designated season.
- E. **Secondary User:** A secondary user may obtain field use only if a field is not reserved by a primary user or otherwise authorized by the Parks and Community Services Department.
- F. **Surplus Facilities:** Surplus facilities are any athletic facilities that are deemed to be eligible for rental or reservation through the lottery system. Surplus athletic facilities are subject to change at any time based on maintenance closures, repairs, and/or a reclassification of its use.

Notice of Non-Use of Fields

Any user organization that has been allocated space and does not intend to use it regularly, should notify the Parks and Community Services Department so that the fields may be reallocated or otherwise used to its maximum.

Notice of Exchange

Any user organization may give up or exchange its allocation, or any part of it, with another approved Youth Sports Advisory Committee organization. Any such modification must be verified in writing by all of the parties to the exchange, and the field applications must be filed with the Parks and Community Services Department. **THERE IS NO SUBLETTING OF FIELDS TO OTHER ORGANIZATIONS! Failure to comply with this rule will result in cancellation of current and future permits.**

Athletic Field Lining/Marking

- A. Lining of City parks with chalk or paint is not permitted unless permission is granted by the Director of the Corona Parks and Community Services Department.
- B. Burning lines on City fields is prohibited.
- C. Any user failing to comply with established guidelines and/or notification requests is subject to paying for any or all damages occurring to the facility.

Rules and regulation of Field Usage

- A. A responsible adult designated by the league must be present at all times during any organization's use of City facilities.
- B. Games and practices shall begin no earlier than 3:00 p.m. on weekdays and 8:00 a.m. on weekends and holidays.
- C. Games and practices shall end no later than 10:30 p.m. weekdays, weekends and holidays. No new inning can start after 10:15 p.m. It is recommended that games end at 10:00 p.m.
- D. Weekend use, on a regular basis, may be subject to limited hours at the discretion of the Parks and Community Services Department. Those requests deemed to be excessive such as tournaments shall be subject to approval by the Parks and Community Services Department.
- E. User groups utilizing lighted facilities are responsible for ensuring the proper use of the lights. Groups are required to submit schedules with their applications outlining their time schedule for lights at each requested facility and inform the City of any changes. All groups should make every effort to ensure the lights at the facilities are off when the fields are not being used. The City reserves the right to bill users for hourly energy costs incurred during hours the lights are on and the fields are not being used. Groups will be given a user code and password to **turn on and off lights** within their designated time frame. The City will strictly enforce the City's lighting policy which prohibits lights left on past 11:00 p.m., lights turned on for un-authorized activity, and/or lights turned off at an un-authorized time and/or location. Failure to adhere to the City's Lighting Policy shall result in severe consequences, including the loss of field allocations.
- F. Alcoholic beverages are prohibited in City parks.
- G. Artificial noisemakers, i.e. horns, rattles, bells whistles, etc., are prohibited unless they are used by officials or coaches as necessary part of the activity.
- H. At the conclusion of games/ practices, the City recommends patrons depart the park area in a timely fashion.
- I. Group II or IIV teams utilizing fields allocated to their organization must have at least 75% Corona residents as their team members who

participate actively on a weekly basis. Organizations are required to submit Team Rosters to the City for each season, of which City staff will evaluate the rosters and determine residency. Each league is also required to get "Proof of Residency", such as a utility bill, at the time of registration from each participant. At any time the City may request these forms from the league for auditing purposes. When a team is playing against a team from another jurisdiction, this rule shall only apply to the "host" team representing the qualified organization. (Tournaments hosted by a Group II or IY organization and approved by the City shall be exempt from this rule).

- J. Team roster changes by a qualified Group IY organization must be reported within one week to the City.

Insurance

- A. The City requires any group applying for the use of City facilities to have a minimum of \$1 million Comprehensive Liability Insurance. The certificate of insurance must list the City of Corona, the Corona Parks and Community Services Department as Certificate holders and as an additionally insured. Additionally, the cancellation paragraph clause must state: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left." The certificate, an original (no copies), must be filed with the Parks and Community Services Department prior to usage of any fields or facilities.
- B. The user group accepts the facilities applied for in an "AS IS" condition. In consideration of the use of the facility, the user agrees to indemnify, defend and hold harmless the City of Corona, Corona Parks and Community Services Department, its officers, employees and volunteers from all liability, claims, suits, judgments, which may arise from the use of the premises, excepting those claims, suits or judgments arising out of the sole and intentional negligence of the City of Corona.

Traffic and Parking

- A. The user group must assure that participants and spectators utilize approved off-street public parking areas. In post-season or tournament play, the user shall provide at least one person to direct participants and spectators to designated parking areas.
- B. **Conduct prohibited within Public Parks...** It is unlawful to park any automobiles or any other vehicles in any public park or trail, except in areas specifically designated parking areas. Limited exceptions to this may be granted in writing only by the Director of Parks and Community Services or his/her designee. In case of medical emergencies, vehicles shall be allowed on the park for rescue purposes.

Public Address System Use

- A. Sound amplification equipment may be allowed in City parks, but is limited to public address systems, portable components and bullhorns. No amplified music is allowed on City park facilities unless pre-approved by the Parks and Community Services Director or his/her designee.

- B. Only persons 18 years of age or older will be allowed to operate the public address system.
- C. All public address system use for athletic events must pertain to the game being played. Special announcements should be kept to a minimum. In no case will play-by-play announcing be permitted.

Maintenance

- A. The City shall determine and schedule annual maintenance programs at all City facilities. The City shall attempt to be flexible in accommodating user groups, but ultimately, safety and City facility maintenance shall take priority. The City shall determine the closure of any city facility and the availability of alternate site for use.
- B. User Groups maintenance responsibilities:
 - 1. All maintenance such as field preparation, dragging of the fields, lining of the fields, setting of bases and installation of portable goals shall be performed by the user group.
 - 2. Automobiles are prohibited on City parks for the preparation of the athletic fields or other activities unless permission is obtained by the City. Any other motorized vehicle used to field maintenance must be approved by the Parks and Community Services Department.
 - 3. Each user group shall be responsible for the facility being free of trash or debris caused by the group usage, including checking restrooms prior to departure.
 - 4. Users are required to report any damage or acts of vandalism to the City immediately.

Emergencies on weeknights and weekends – Call Police Dispatch at (951) 736-2333

Modifications:

Any requests to modify or improve any City facilities shall be submitted to the City for review and consideration. No permanent structures or equipment shall be erected on City of Corona facilities unless approved by the City.

Storage and/ or Snack Shacks

- A. The City provides only the structures and existing equipment, as presented in the original design of the building. The groups are responsible for providing any and all other equipment, i.e., storage racks. No permanent storage containers or shelves shall be allowed without prior written permission of the City of Corona.
- B. The City assumes no liability for any equipment or storage units kept in the storage areas.
- C. The groups are responsible for ensuring the City has proper keys for the storage and/ or concession facilities to allow entrance by City staff for

emergency purposes. The groups shall not at any time change or alter locking devices to fixed assets owned by the City such as concession buildings.

- D. The facilities should be kept neat with equipment properly stored and maintained for safety. Upon conclusion of the permit, the user shall clear out all equipment and sweep out appropriately clean the facility and storage.
- E. Annual inspections will be conducted by City Staff and the Riverside County Health Department. A representative should be present at any and all inspections. The County Health Department is authorized to shut down any facility that does not comply with the current health code regulations.
- F. Every group that uses a concession stand will need to have signed Snack Bar Agreement on file at the Parks and Community Services Department. These agreements are only valid for 6 months and must be renewed every six months if the group plans on using the facility in the off season. A \$300 deposit is required every six months and a \$300 concession rental fee is also assessed every six months.

Banners:

The City requires an application and approval for posting of any banners or signs on City facilities. Any group wishing to display banners on City facilities should request a copy of those regulations prior to arranging for any banners to be posted.

RAIN POLICY FOR ALL FIELDS:

The City of Corona has established a BALLFIELD HOTLINE that will be updated Monday through Friday by 2:00 P.M. and Saturday and Sunday by 7:00 A.M. The Hot Line phone number is (951) 736-2244. Please follow any and all guidelines set-forth on the recording.

If it rains within 24 hours prior to usage, groups should cancel the planned activities in favor of reduced liability and increased safety.

The City reserves the right to suspend or cancel approved outdoor facility permits for games, practices for any groups on fields deemed unsafe by the City.

UNAUTHORIZED USE OF FACILITIES:

It is the responsibility of each user group representative to inform each and every coach that the following procedures have been implemented to alleviate any difficulties or problems regarding the pre arranged reservations for fields and facilities. Groups and/or coaches that do not abide by the master Schedule for Field Allocations City fields shall jeopardize their organizations use of fields.

If coaches repeatedly violate the field assignments, permits will be revoked and/or terminated for a minimum of ONE FULL YEAR.

PROCEDURES:

1. **Violators:** Any group, coach or representative that fails to abide by the master schedule for facilities throughout the City of Corona will be subject to a one (1) year ban from field use and allocation and will be reinstated under probationary terms for up to two years, if the offense occurs while said group is on probation, permanent termination from the Youth Sports Advisory Committee will occur.
2. **Lighted Fields:** Lights will not be turned on by the City staff. All groups have been assigned individual access numbers and must contact CONTROL-LINK at (877) 347-3319 to have the lights turned on and off. Groups failing to abide by the Master Schedule shall jeopardize their privilege of using fields and be in violation of the field use agreements.
3. **Staff:** The Community Services Staff has the authority to enforce the Master Schedule. Groups that fail to cooperate with staff or abide by the schedule will be in violation of the use agreements.
4. **Unauthorized Use:** Groups failing to reserve facilities, pay invoices in a timely manner, or use fields that are not assigned to their organization, may result in a penalty of losing assigned fields.
5. **Subletting:** User groups are not allowed to "Sub-let" assigned fields to organizations outside of the approved YSC user groups. Groups failing to abide by the Master Schedule will jeopardize their privilege of using fields and be in violation of the field use agreements.

GENERAL:

Amplified sound is not allowed on any field without written City approval.

Property boundary walls and fences are not to be used as backstops at any time.

Balls and any other equipment thrown, batted, kicked, or otherwise landing on private property must **not** be retrieved without the property owner's permission.

Portable goals and/ or markers are allowed, but must be removed daily unless otherwise given permission to leave as is.

At the conclusion of games or practices, each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by the group's use must be picked up and cleared of trash.

The City requests the patrons to depart school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in and around residential neighborhoods.

Starting and ending times

City fields may be reserved beginning at 3:00 p.m. on weekdays and 8:00 a.m. on weekends and holidays. All unlit field use ends at dusk. Use of lighted fields ends at 10:00 p.m. Exceptions to these time frames are allowed with the permission of the Parks and Community Services Director and/or his designee.

Teams and organizations must provide schedules that indicate all allocated fields are being used. Fields not being utilized by the appropriate organization or team indicated on the use schedules three times during a season and/ or the reserved period of use the field will be reassigned. Teams and organizations will be noticed when a field has gone without use by City staff and also prior to reassignment.

Notice of Field Exchange

Any user organization may give up or exchange its allocation, or any part of it, with another primary organization only when such modification is verified in writing by all of the parties and the information is filed with the Parks and Community Services Office. Secondary groups must await first refusal by all primary groups before the exchange can proceed. Any exchanges are understood to be temporary and will not be reflected in the following year's allocation.

Traffic and Parking

The user group must assure that participants and spectators utilize off-street public parking areas. In post-season tournament play, the user will provide at least one person to direct participants and spectators to designated parking areas. No vehicles are allowed on park, school or field property other than parking lots without written permission. Failure to follow these guidelines will jeopardize their privilege of using fields and be in violation of the field use agreements.

Rest and Renovation

An annual rest and renovation program is scheduled at each park site. City staff will attempt to be flexible in accommodating user groups, but ultimately the City must be concerned with the health and safety of the user. This may require the closure of parks, denial of use of park, and/ or alternate sites for athletic use.

Field Closures

Fields may be closed at the discretion of the Parks and Community Services Department. Closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields.

Athletic Field Lining/ Marking

1. The lining of City parks and school property with chalk is not allowed without written permission granted by the City of Corona Director of Parks and Community Services.
2. Burning lines on City park fields and school facilities is not permitted at any time by the City of Corona or the Corona Norco Unified School District.
3. Lining of lines on school district property can only be done with written approval of the respective school district personnel.
4. Any user failing to comply with the established guidelines and notification requests are subject to paying for all damages occurring to the facility and the termination of the field use permit/ authorization.

POLICY

The City of Corona reserves the right to cancel or suspend approved outdoor facility permits for games, practices and other uses based on inclement weather or if prolong rainy weather has rendered the fields in a vulnerable condition.

Use may also be cancelled for work involving any of the facilities; when the health and safety of participants are threatened due to impending conditions, including, but not limited to, heavy rains, smog alerts, pesticide spraying, earthquakes and other natural disasters.